

City of Carlsbad

Planner Series

Summary and Typical Roles and Responsibilities of Planners in the City of Carlsbad

The Planner classification is structured into four levels ranging from Junior, Assistant, Associate and Senior Planners. While similar planning duties may be performed at more than one level, they are distinguished from one another according to the level of competency, scope and complexity of assignments, independent discretion and judgment required.

Junior (Entry level): Incumbents work on projects with limited scope or under direct supervision. This is a learning level where incumbents are exposed to many of the duties but are given limited independent discretion in matters related to work procedures and methods.

Assistant (Intermediate level): Incumbents work on routine to moderate difficulty assignments. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Associate (Journey level): Incumbents work on moderate to complex assignments requiring independent exercise of judgment and discretion and initiative in performing responsibilities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Senior (Advanced/Lead level): Incumbents work on the most complex, difficult or sensitive assignments requiring a broad and in depth use of knowledge, skills and abilities. Positions at this level may supervise the work of other staff on project assignments and lead teams or represent the city on matters outside the agency.

Typically, a Planner must possess and demonstrate at least 80% of the Knowledge, Skills and Abilities at a given level to be assigned to that level. The following are examples of the types of job duties that may be found in the Planner roles:

Manage general, community and urban plans; manage land use and land development projects; review and write environmental documents; prepare and coordinate processing of local, state and federal permits; review and analyze technical drawings, specifications and reports; perform site inspections and field research; research, review and prepare ordinances and policies; review projects and advise citizens and developers during application process to ensure compliance with City regulations; prepare planning reports, use GIS products/maps; perform quality control, coordinate various departments and agencies, monitor mitigation requirements for environmentally sensitive projects and perform proper documentation and reporting and perform related tasks.

Responds to inquiries/requests; assists customers with planning issues, and intakes permits, conducts sites visits for proposed development sites; organize and participate in conducting and organizing public workshops and hearings. Serves on cross-functional teams. Presents staff reports to Planning Commission and City Council.

Performs informational and advisory reporting; researches and creates draft resolutions, ordinances, and General Plan amendments for review; prepares legal notices and notices of decision; conducts surveys and studies to address significant development issues; reviews and processes private and public development projects and updating land management files. Attend public hearings for assigned projects; prepare Planning Commission and City Council staff reports, conduct final inspections on projects, process of private and public development projects and review grading improvement plans.

Performs other related duties as assigned.